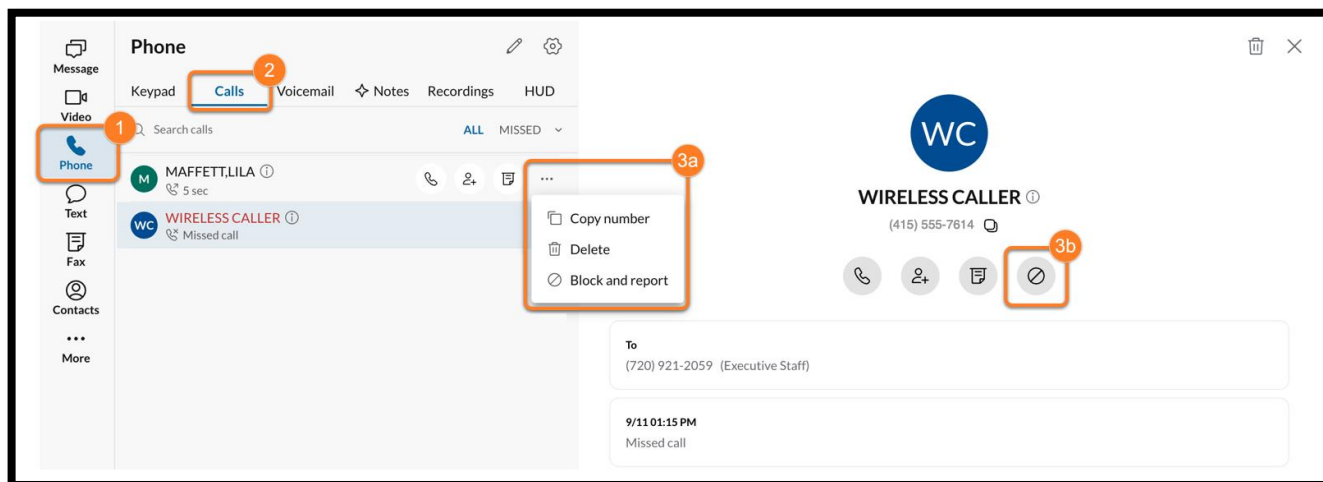


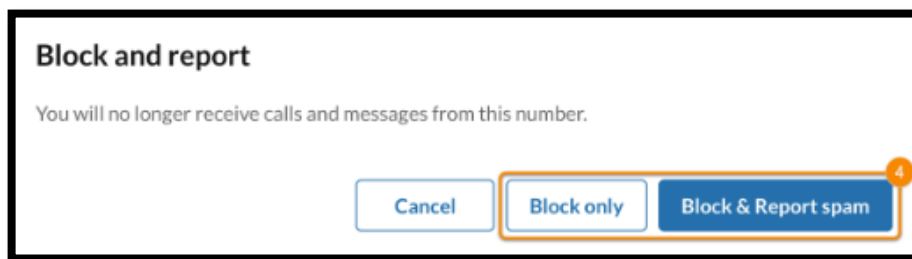
How to Block Numbers with Ring Central (Desktop & Web)

Please see the instructions below regarding blocking unwanted phone numbers via Ring Central Desktop & Web App.

1. In the navigation bar, click **Phone**.
2. Click the **Calls** tab, then hover over the number you want to block.
 - This can also be done in the **Voicemail** tab if a message was left from that number.
3. Click the three-dot **More** icon, then select **Block and report** (a). Alternatively, you can click on the number to open the details panel and click the **Block and report** icon (b).



4. Click **Block only** or **Block & Report spam**.
 - **Block only:** Blocks all calls, texts, and faxes from that number.
 - **Block & Report spam:** Blocks the number and reports it as spam.



For additional details, please visit the following link: [https://support.ringcentral.com/article-v2/7251.html?brand=RC_US&product=RingEX&language=en_US&pills-nav=desktop %26 web](https://support.ringcentral.com/article-v2/7251.html?brand=RC_US&product=RingEX&language=en_US&pills-nav=desktop%26web)